

# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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| Policy Number: <b>T- 320</b>                          | Page: <b>1</b>                      | of: <b>2</b> |
| Title: <b>Initial ALS Course Funding Requirements</b> |                                     |              |
| Regulatory Authority: <b>12VAC5-31-1570</b>           |                                     |              |
| Date of Issue: <b>March 1, 2005</b>                   | Effective Date: <b>July 1, 2005</b> |              |

- A. Funding available for any not for profit organizations. Non profit organizations include but are not limited to:
1. Community Colleges
  2. 501 c 3 organizations
  3. Governmental Organizations
  4. Individuals who are not considered for profit entities.
- B. Basic (Initial Training Programs) Course Funding requirements include:
1. The program must satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
    - a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
    - b. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of instruction.
  2. The Contractor must:
    - a. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Course Funding Contract for the appropriate type of course with the "Course Approval Request Form".
    - b. Submit appropriately, enrollment forms as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual.
    - c. Electronically submit the web based "Course Student Disposition Report" to the Office of EMS within 10 days after the Course End Date but not before the program is completed.
    - d. Assure students marked as passed on the "Course Student Disposition Report" have completed all course requirements and are eligible for certification examination.

C. Payment is processed upon:

1. First half funding payments will be made following receipt of enrollment forms for the funded course. First half funding is determined by OEMS based upon the ALSTF course funding formula.
2. Second half funding is based upon the number of students marked as “pass” or “incomplete” on the “Course Student Disposition Report” at the completion of the course and who certify through the OEMS. Second half funding is determined by OEMS based upon the ALSTF course funding formula.

D. Falsification of information will automatically nullify the course funding request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after course funding is awarded will require return of any awards and the possibility of appropriate legal action.